



HEADQUARTERS NORTH CAROLINA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
3520 Alamance Road
Burlington NC 27215



14 June 2020

MEMORANDUM FOR NCWG CADET ADVISORY COUNCIL REPRESENTATIVES

FROM: C/1st Lt Sarah Haynes, NCWG CAC Recorder

SUBJECT: CAC Meeting Minutes for 14 June 2020

1. Opening Business

a. Roll Call

- i. C/Capt Collie (NC-019 Primary)
- ii. C/CMSgt Goncalves (NC-124 Assistant)
- iii. C/MSgt Emaus (NC-124 Primary)
- iv. C/2d Lt Privette (NC-153 Primary)
- v. C/Maj Sullivan (NC-048 Assistant)
- vi. C/Capt Perkins (NC-048 Primary)
- vii. C/2d Lt Orrs-Wright (NC-143 Primary)
- viii. C/Maj Grimm (NC-143 Assistant)
- ix. C/1st Lt Hernandez (NC-150 Primary)
- x. C/2d Lt Joseph (NC-301 Primary)
- xi. C/CMSgt Randolph (NC-079 Primary)
- xii. C/Maj Smith (NC-305 Primary)
- xiii. C/CMSgt Vermillion (NC-022 Assistant)
- xiv. C/2d Lt Neal (NC-082 Primary)
- xv. C/2d Lt Miller (NC-082 Assistant)
- xvi. C/MSgt Carter (NC-307 Primary)
- xvii. C/SSgt Huntsberry (NC-307 Assistant)
- xviii. C/2d Lt Pope (NC-007 Primary)
- xix. C/2d Lt Andersen (NC-023 Primary)
- xx. C/SSgt Turbyfill (NC-126 Primary)
- xxi. C/1st Lt J. Endre (NC-170 Assistant)
- xxii. C/SMSgt Wooters (NC-107 Primary)
- xxiii. C/1st Lt Maner (NC-111 Primary)
- xxiv. C/2d Lt Ksous (NC-111 Assistant)
- xxv. C/Capt Hoernlein (NC-300 Primary)
- xxvi. C/Maj Ross (NC-300 Assistant)
- xxvii. C/1st Lt Nazzaro (CAC Chair)
- xxviii. C/1st Lt Stange (CAC Vice Chair)
- xxix. C/1st Lt Haynes (CAC Recorder)



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- xxx. Maj Hallihan (CAC Senior Advisor)
- xxxi. C/Capt Thibodeaux (NCWG Assistant Representative to MARCAC)
- xxxii. C/Maj Randolph (NCWG Primary Representative to MARCAC)
- xxxiii. C/Lt Col Kirkpatrick (Guest – MAR Representative to NCAC)
- xxxiv. 1st Lt Feinstein (CAC Assistant Senior Advisor)
- b. Region Briefing- C/Lt Col Randolph
 - i. The last MARCAC meeting was held on June 7. The new CAPID has been reviewed and approved by the administration committee. A committee concerning the Drill and Ceremonies be voted on next.
 - ii. The upcoming MARCAC Meeting will be held on July 5. Any cadet who is interested in attending should email her for more information and cc the Top 3 and Major Hallihan for more information.
- c. Squadron Reports- 1-3 minutes for squadron representatives to discuss what their squadron has been doing to reach out and encourage its members.
 - i. **C/Capt Collie-** Cadets are encouraged to join online meetings in uniform and with their cameras turned on. They are also individually asked how they are doing and if they need any help.
 - ii. **C/CMSgt Goncalves-** A discord chat and email chains are used to keep cadets who cannot attend virtual meetings active and engaged.
 - iii. **C/MSgt Emaus-** Online meetings have the goal of keeping cadets interactive, with lectures being avoided at all costs. Cadets talk through questions or trivia and stay active with virtual PT.
 - iv. **C/2d Lt Privette-** Classes have been given on emergency services, and a river clean up with social distancing is planned for July.
 - v. **C/Maj Sullivan-** To keep cadets involved, personalized drill instruction is offered and squadron committees have been formed.
 - vi. **C/Capt Perkins-** A virtual cadet competition is now up and running. A point system for PT, FEMA courses, and attendance is also in place to focus cadets on being engaged.
 - vii. **C/2d Lt Orrs-Wright-** Johnston County Composite Squadron was already good at communication before COVID, and they are still as connected today. They use apps to stay in contact with each other, hold virtual PT, and conduct online ES training.
 - viii. **C/Maj Grimm-** Emails are also sent to cadets who have not been attending encouraging them to show and asking if they need any help.
 - ix. **C/SSgt Richardson-** Weekly flight meetings are held to keep cadets interactive. Also holding ES and GTM3 training to keep participation high.



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- x. **C/1st Lt Hernandez-** Cadets are encouraged to promote and kept active through playing quizzes at their online meetings.
- xi. **C/2d Lt Joseph-** Weekly emails are sent out to see cadets' interests in classes, and a game night is held on fifth Thursdays.
- xii. **C/CMSgt Randolph-** ES videos have played covering topics such as map readings, cadets are encouraged to promote, and highly encouraged to wear a uniform and turn their cameras on.
- xiii. **C/CMSgt Vermillion-** During their weekly meetings, flight time is set aside for cadets to talk to each other individually and made aware they can reach out if they need anything. They also have a strong sense of friendly competition, which has greatly increased promotions.
- xiv. **C/2d Lt Neal-** Is in charge of sending out weekly call downs, asking cadets to join meetings, and having them fill out attendance logs on why they can or cannot join a meeting. They have considered doing a kahoot and will be making a form to see what ideas the cadets want to do.
- xv. **C/2d Lt Miller-** Lessons are kept interactive, and cadets are assigned small activities to keep them engaged, such as making model airplanes in between meetings.
- xvi. **C/MSgt Carter-** Lessons incorporate documentaries to teach on a visual level, and are asked questions to keep them engaged on the subject matter.
- xvii. **C/2d Lt Pope-** Cadets are called to keep accountability, and COVID numbers are reported at each meeting, as well as if any cadets have tested positive or negative for the virus. A competition involving a point system is also in place with a gift card offered as a prize. Cadets are also personally calling each other for study time, as it is easier for them to understand the material when they talk it through with someone.
- xviii. **C/2d Lt Andersen-** Have been focusing very hard to keep everyone active through physical activity, ES training for ICUT, and fun mock missions with radios.
- xix. **C/SSgt Turbyfill-** Education talks have covered ICUT and inspirational leadership, and efforts to check in every cadet has boosted morale.
- xx. **C/1st Lt J. Endre-** Conducts relatively normal virtual meetings, but has also been doing weekly PT sessions for cadets to work out and run together virtually.
- xxi. **C/SMSgt Wooters-** Every cadet is checked up on, and weekly email are sent out. Online participation has been exceptional, as sometimes the attendance is higher than in-person meetings.
- xxii. **C/1st Lt Maner-** Weekly meetings are interactive and involve kahoots. Each flight has flight meetings on Wednesday or Thursday before actual meetings. It's a community where cadets can talk, have fun, and get to know each other. Three workouts are held each week with different zoom instructors. Staff contacts cadets



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- individually by phone, email, or text once a week or every other week to ensure they are doing okay, need any emotional support, or supplies.
- xxiii. **C/2d Lt Ksous-** New weekly challenges have been sent out every Monday, with a recent switch to Sunday. The challenges are interactive, such as creating or drawing a vehicle or aircraft. Cadets have a bingo sheet they can fill out, and if they complete five tasks in a row they get points. The top three cadets will receive a prize.
 - xxiv. **C/Capt Hoernlein-** Hold meetings, flight time, and cadet staff hangouts. For thirty minutes cadet staff will talk about normal CAP business, then just hang out, talk, and bond with each other for another thirty minutes.
 - xxv. **C/Maj Ross-** Has given the challenge for cadets to reach out and talk to cadets they do not know. Very few cadets personally know everyone in their squadron, so they are encouraged to reach out to their peers from outside of their flights.

2. Old Business

a. Committee Reports

- i. Support Staff Training Committee- No members present
- ii. Recruiting and Retention Committee- A proposal has been written and sent in, and the editing process has started. It has been a long and fun process, and hopefully the editing will be finished and sent in within a week or two.
- iii. Wing Website Committee- Has completed a proposal that will be presented tonight.
- iv. Medical Advancement Committee- Is not yet prepared with a curriculum to form the proposal. It is currently in progress.
- v. 101 Card Redesign Committee- 98% done with proposal. Will be sending it in for edits by the Top 3 and Major Hallihan by the end of the week.
- vi. Safety and Preparedness Committee- Reassessed what is needed to finish production. They will be filming a more universal video that can be applied to more events. The script is being made and tasks distributed amongst the committee members. Cadets will individually film their portion of the video across the state. The committee also gained a new member.
- vii. Leadership Accountability Committee- The Code of Conduct did pass NCWG CAC council. However, the wing commander did not approve it for a multitude of reasons. It ties the hands of staff from dealing with some actions in the moment, as staff should have more leeway. It also detracts from the core values, as cadets are simply signing their name and promising not to do certain actions, rather than infusing the core values into themselves.



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3. New Business

a. Wing Website Committee

- i. The Wing Website Committee proposed filling in the Cadet Programs tab on the new NCWG website with interesting and relevant information about NCWG's CAP program. This information included a highlight of the top eight activities offered each year, with accompanying photos.
- ii. The proposal passed by a unanimous vote.

b. Open Floor

- i. C/Lt Col Kirkpatrick- Region has approved the new CAPID format and will be sending it to national. NCWG CP website is lacking, but the top eight highlights are hitting points it needs. It will be a great resource once it is filled.
- i. Once a proposal reaches NCAC, the chair will send it to the council a week or two before the meeting. Representatives will read, critique, and add notes before coming together to discuss it.
- ii. NCAC will meet in-person three times throughout the term. The trips are paid for by national and have been held at locations such as Houston, Texas.
- iii. NCAC briefings can be stressful. When they are not prepared, the command council will tear their proposal apart. That was a learning experience, with this year's proposals being well put together.
- iv. Online guests are welcome at NCAC. They have had approximately 50 cadets from across the nation call in to virtual meetings. Any cadets interested in attending a future meeting can contact C/Maj Thibodeaux for more information.
- v. NCAC has had a very active term. Some committees will be brought down to regions. A continuity guide is being created for next council. It will leave guidance for next term and generation of CAC cadets. National conference has been cut. CAPR 60-35 was passed. The Eaker essay needs to be improved or undergo a change in wording, as cadets promoting to Lt Col are typically in late high school or early college and can be held to a higher writing standard. Audio books from a recent voting should be hopefully coming out within the next few years. Looking into adding more specialty tracks to have more options for cadets to grow in the CAP program.
- vi. C/Capt Thibodeaux added that guests cannot ask MARCAC any questions directly. If a cadet has a question, they would like answered, they are welcome to email the questions to him so he can bring it up.

4. CLOSING

- a. Next CAC meeting will be held in August and will likely be online.

b. Upcoming Events

- i. The 25 July STEM program has not been confirmed yet. Updated: Moved to 12 Sept.
- ii. Cadets should not be surprised if it is pushed to the fall.



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- c. News and announcements- Major Hallihan
 - i. In November, the council was instructed to use the advocacy paper format when writing their proposals. However, the Wing Website committee used the point paper format because it is a command directed committee and needed a direct approach easily provided by the point paper format.
 - ii. The following cadets have met the attendance guidelines towards their CAC ribbon set the NCWG Senior Advisor. Any cadets interested in their tracking data are welcome to email Major Hallihan and cc the Top 3.
 - 1. C/Capt Collie
 - 2. C/MSgt Emaus
 - 3. C/Capt Perkins
 - 4. C/2d Lt Orrs-Wright
 - 5. C/2d Lt Kehrer
 - 6. C/1st Lt Hernandez
 - 7. C/2d Lt Joseph
 - 8. C/CMSgt Randolph
 - 9. C/2d Lt Horton
 - 10. C/2d Lt Herman
 - 11. C/2d Lt Neal
 - 12. C/2d Lt Pope
 - 13. C/2d Lt Andersen
 - 14. C/1st Lt C. Endre
 - 15. C/SMSgt Wooters
 - 16. C/1st Lt Maner
 - 17. C/Capt Hoernlein
 - 18. C/1st Lt Stange
 - 19. C/SSgt Turbyfill- 1 meeting away
 - 20. C/MSgt Carter- 1 meeting away
 - iii. Committee chairs are still recruiting.
 - 1. The Safety and Preparedness Committee could use more members for help with the ES video.
 - 2. The Recruiting and Retention Committee also welcomes additional help.
 - iv. July CAC Meeting is traditionally canceled due to NCSAs. Cadets will have the month to work within their committees and be productive. They are encouraged to review resources, get extra training, talk to the top 3 if they are interested in their applying for their positions for the next term. August is unlikely to be in person, as pulling cadets from all corners of the state is not advised with the current viral situation. The CAC ribbon will be emailed after the awards ceremony.
- d. Surprise
 - i. Major Hallihan's birthday fell on the same day as the June meeting.



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- ii. The cadets prepared a surprise birthday video for her, featuring personal birthday wishes, photos from her cadet career, and recently highlights as NCWG's CAC senior advisor.
- e. Adjournment
 - i. C/2d Lt Orrs-Wright motioned the meeting to adjourn and was seconded by C/2d Lt Miller.
 - ii. The meeting was adjourned at 2119.

//SIGNED//

SARAH E. HAYNES, C/1st Lt, CAP
North Carolina Wing CAC Recorder

cc: NCWG/CC
NCWG/CP
NCWG/CPA
NCWGCAP.org/CP